



## **Photographing & Filming Policy**

The Joliet Public Library will maintain an environment that allows patrons to freely access information and resources. This goal requires the Library to maintain policies that protect the privacy of its patrons and staff members and ensures their freedom from harassment, intimidation, and threats to their safety and well-being. In order to provide appropriate safeguards against such behavior and enforce policies and procedures addressing those behaviors, the Library has adopted the following policy regarding the taking of photographs or videos inside the buildings and of its vehicles.

### **GENERAL POLICY**

Permission is not required for taking photographs or videos in public areas of the Library buildings and of Library vehicles for personal, noncommercial use if no tripods, lights, or other specialized equipment are used.

However, there may be locations or exhibition areas where the taking of photographs or videos is restricted or prohibited (i.e., restrooms, staff offices, rooms for caregivers and their children). If tripods, lights, or other specialized equipment are to be used, written requests must be made at least three (3) days in advance to the Executive Director or his/her designee. Persons taking photographs and videos shall not (i) compromise a patron or staff member's right to privacy; (ii) harass, intimidate, or threaten a patron or staff member; (iii) block aisles, walkways, stairwells, doors, or exits or otherwise compromise life safety mandates; (iv) violate federal or state criminal statutes or local ordinances; (v) violate election laws when the Library is being used as a voting location.

### **EXTERIOR PHOTOGRAPHY AND VIDEOS**

Taking photographs and videos outside the buildings or on the Library grounds does not require permission. However, the activity may not impede the ingress or egress of patrons or staff to or from the buildings or otherwise compromise life safety mandates.

### **COMMERCIAL PHOTOGRAPHY AND VIDEOS**

The Library may permit use of its facilities and vehicles for the taking of commercial photographs or videos if the project does not interfere with the mission of the Library and is in accordance with this policy and all Library' policies. The Library may charge a fee to offset any

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costs incurred providing access to the facility and permission must be sought from the Executive Director or his/her designee at least three (3) days in advance.

### **PHOTOGRAPHY AND VIDEOS OF MATERIALS AND RESOURCES**

The Library permits the taking of photographs and videos of its publicly available collections. However, persons taking photographs and videos are solely responsible for obtaining consent or other permission when taking photographs or videos of copyrighted materials.

### **LIBRARY PHOTOGRAPHY, VIDEOS, AND RECORDING**

The Library may take and share photos, videos, and audio recordings including patron created content as part of a program and during events and programs to use in its publicity materials and on its website and social media sites. The Library reserves the right to document its services and the public's use of the Library building and grounds. These photographs, videos, and audio recordings may be displayed and published including on the Library's web site and social media sites. Any individual that does not wish the Library to use a photograph or video recording or audio recording of them or their child must inform a staff member prior to or while such photographs or videos or audio recordings are being taken.

### **LIBRARY BOARD MEETINGS**

Pursuant to Section 2.05 of the Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*), any person may record the proceedings of the Board of Trustees and other meetings required by the Act to be open to the public, subject to the reasonable rules prescribed by the Board. The recordings shall not disrupt the meeting or create a safety hazard.

### **LIABILITY**

Persons involved in taking photographs or videos are solely liable for any injuries to persons or property that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library undertakes no responsibility for obtaining these releases or permissions.

### **COMPLIANCE WITH POLICY**

The Library reserves the right to ask any individual or group violating this policy or any Library policies to cease taking photographs or videos.

### **FAILURE TO COMPLY**

Failure to comply with policies, rules, and regulations will be grounds for possible suspension of Library privileges.

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### **DAMAGES AND LIABILITY**

Any individual using the Library shall be held responsible for willful or accidental damage to the Library building, grounds, collections, furniture, or vehicles caused by the individual or group.

### **APPEAL AND REVIEW**

The Board of Trustees of the Joliet Public Library will review the Photographing & Filming Policy and regulations periodically and reserves the right to amend them at any time. The Board authorizes the Executive Director to waive regulations under appropriate circumstances. The Executive Director is the chief person empowered to make decisions regarding photographing and filming in the Library.

Any appeals for changes to, or exceptions to, any portion of the Photography & Filming Policy will be considered. An individual wishing to file an appeal a decision shall submit it to the Executive Director in writing within ten (10) days of a decision. The Executive Director will respond in writing within five (5) business days.